



## Out of Province Certificate Transfer for Elevating Device Mechanics-In-Training

As outlined in Section 14 of the Elevating Device Mechanic Policies & Procedures Document, available at [www.tssa.org](http://www.tssa.org), Out of Province apprentices, who are enrolled in an accredited training program in their home jurisdiction, may apply for an Elevating Device Mechanic-In-Training Out of Province Certificate Transfer.

At a minimum, the following documentation must be submitted to the Elevating Devices Training and Certification Department. To assist you in initiating the process, a checklist detailing the steps has been provided below.

- 1) Submit request through [Client Portal](#), under the Applications section, select Examination Booking. Follow the steps to submit.
- 2) Training Programs/Courses:
  - Applicants must attach as part of their submission proof of completion for the 24-hour safety training program.
  - Note:
    - A copy of the course certificate of completion is mandatory.
    - The Director will review and may accept a declaration of apprenticeship training in an alternative format approved by TSSA.
  - Fees as per the [Fee Schedule](#).

Applicants who follow the above procedure can expect the certificate to be issued within 3 business days.